

**PPUD**

**SUBMITTAL REQUIREMENTS  
PRELIMINARY PLANNED URBAN  
DEVELOPMENT**

**Planning Division**

1055 South Grady Way-Renton, WA 98057  
Phone: 425-430-7200 | [www.rentonwa.gov](http://www.rentonwa.gov)

**PURPOSE:** The purpose of Planned Unit Development review is to preserve and protect natural features of the land, especially where steep slopes or other environmentally critical areas exist. Additionally, the Planned Unit Development process is intended to encourage innovation and creativity in the development of residential, business, manufacturing, or mixed use developments by permitting a variety in the type, design, and arrangement of structures and improvements.

**FREE CONSULTATION MEETING:** Prior to submitting an application, the applicant should informally discuss the proposed development with the Planning Division. The Planning Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

**COMPLETE APPLICATION REQUIRED:** In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

**APPLICATION SCREENING:** Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.

**APPLICATION SUBMITTAL HOURS:** Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. Please call your assigned project manager to schedule an appointment or call 425-430-7200 extension 4 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

**ADDITIONAL PERMITS:** Additional permits from other agencies may be required. It is the applicant's responsibility to obtain these other approvals. Information regarding these other requirements may be found at <http://apps.oria.wa.gov/opas/>

# All Plans and Attachments must be folded 8 ½" by 11"

## APPLICATION MATERIALS:

1. **Pre-Application Meeting Summary:** If the application was reviewed at a “pre-application meeting”, please provide **5 copies** of the written summary provided to you.
2. **Waiver Form:** If you received a waiver form during or after a “pre-application meeting”, please provide **5 copies** of this form.
3. **Land Use Permit Master Application Form:** Please provide the **original** plus **11 copies** of the **COMPLETED** City of Renton Planning Division’s Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.
4. **Fees:** The application must be accompanied by the required application fee (see [Fee Schedule Brochure](#)). Please call 425-430-7294 to verify the exact amount required. Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount.
5. **Project Narrative:** Please provide **12 copies** of a clear and concise description of the proposed project, including the following:
  - Project name, size and location of site
  - Land use permits required for proposed project
  - Zoning designation of the site and adjacent properties
  - Current use of the site and any existing improvements
  - Special site features (i.e. wetlands, water bodies, steep slopes)
  - Statement addressing soil type and drainage conditions
  - Proposed use of the property and scope of the proposed development
  - For plats indicate the proposed number, net density and range of sizes (net lot area) of the new lots
  - Access
  - Proposed off-site improvements (i.e. installation of sidewalks, fire hydrants, sewer main, etc.)
  - Total estimated construction cost and estimated fair market value of the proposed project
  - Estimated quantities and type of materials involved if any fill or excavation is proposed
  - Number, type and size of any trees to be removed
  - Explanation of any land to be dedicated to the City
  - Any proposed job shacks, sales trailers, and/or model homes
  - Any proposed modifications being requested (include written justification)For projects located within 100 feet of a stream or wetland, please include:

- Distance in feet from the wetland or stream to the nearest area of work

For projects located within 200-feet of Black River, Cedar River, Springbrook Creek, May Creek and Lake Washington please include the following additional information:

- Distance from closest area of work to the ordinary high water mark.
- Description of the nature of the existing shoreline
- The approximate location of and number of residential units, existing and potential, that will have an obstructed view in the event the proposed project exceeds a height of 35-feet above the average grade level

- 6. **Environmental Checklist:** Please provide **12 copies** of the Environmental Checklist. Please ensure you have signed the checklist and that all questions on the checklist have been filled in before making copies. If a particular question on the checklist does not apply, fill in the space with "Not Applicable".
- 7. **Project Sequencing Plan:** Please provide **12 copies** of a narrative that outlines what order development phases will be built in and at what estimated times they will be developed within the life of the associated Planned Urban Development.
- 8. **Rezone, Variance, Modification, or Conditional Use Justification:** Please contact the Planning Division to determine whether your project proposal triggers any additional land use permits. If so, additional information may be required.
- 9. **Density Worksheet:** Please submit **12 copies** of a completed density worksheet for all residential projects.
- 10. **Construction Mitigation Description:** Please provide **5 copies** of a written narrative addressing each of the following:
  - Proposed construction dates (begin and end dates)
  - Hours and days of operation
  - Proposed hauling/transportation routes
  - Measures to be implemented to minimize dust, traffic and transportation impacts, erosion, mud, noise, and other noxious characteristics
  - Any special hours proposed for construction or hauling (i.e. weekends, late nights)
  - Preliminary traffic control plan

If your project requires the use of cranes, please contact the City's Airport Manager at (425) 430-7471 to determine whether Federal Aviation Administration notification will be required.
- 11. **Urban Center Design Overlay District Packet/Report:** After consulting the Renton Municipal Code Section 4-3-100, please provide **5 copies** of a statement addressing how the project meets the requirements of the Urban Center Design Overlay District including:
  - Pedestrian building entries
  - Transition to surrounding development
  - Location of parking, design of surface parking, and/or structure/garage parking
  - Vehicular access

- Pedestrian circulation
- Common space
- Landscaping
- Building character and massing, rooflines and materials

12. **Statement Addressing Project’s Compliance With Each of the Following Decision Criteria:** Please provide **12 copies** of a statement describing City Code provisions to be modified and address the following criteria:

1. **Demonstration of Compliance and Superiority Required:** Applicants must demonstrate that a proposed development is in compliance with the purposes of this Section and with the Comprehensive Plan, that the proposed development will be superior to that which would result without a planned urban development, and that the development will not be unduly detrimental to surrounding properties.
2. **Public Benefit Required:** In addition, applicants shall demonstrate that a proposed development will provide specifically identified benefits that clearly outweigh any adverse impacts or undesirable effects of the proposed planned urban development, particularly those adverse and undesirable impacts to surrounding properties, and that the proposed development will provide one or more of the following benefits than would result from the development of the subject site without the proposed planned urban development:
  - a. **Critical Areas:** Protects critical areas that would not be protected otherwise to the same degree as without a planned urban development; or
  - b. **Natural Features:** Preserves, enhances, or rehabilitates natural features of the subject property, such as significant woodlands, native vegetation, topography, or noncritical area wildlife habitats, not otherwise required by other City regulations; or
  - c. **Public Facilities:** Provides public facilities that could not be required by the City for development of the subject property without a planned urban development; or
  - d. **Overall Design:** Provides a planned urban development design that is superior in one or more of the following ways to the design that would result from development of the subject property without a planned urban development:
    - i. **Open Space/Recreation:**
      - (a) Provides increased open space or recreational facilities beyond standard code requirements and considered equivalent to features that would offset park mitigation fees; and
      - (b) Provides a quality environment through either passive or active recreation facilities and attractive common areas, including accessibility to buildings from parking areas and public walkways; or
    - ii. **Circulation/Screening:** Provides superior circulation patterns or location or screening of parking facilities; or
    - iii. **Landscaping/Screening:** Provides superior landscaping, buffering, or screening in or around the proposed planned urban development; or
    - iv. **Site and Building Design:** Provides superior architectural design, placement, relationship or orientation of structures, or use of solar energy; or
    - v. **Alleys:** Provides alleys to at least fifty percent (50%) of any proposed single

family detached, semi-attached, or townhouse units.

3. **Additional Review Criteria:** A proposed planned urban development shall also be reviewed for consistency with all of the following criteria:
  - a. **Building and Site Design:**
    - i. **Perimeter:** Size, scale, mass, character and architectural design along the planned urban development perimeter provide a suitable transition to adjacent or abutting lower density/intensity zones. Materials shall reduce the potential for light and glare.
    - ii. **Interior Design:** Promotes a coordinated site and building design. Buildings in groups should be related by coordinated materials and roof styles, but contrast should be provided throughout a site by the use of varied materials, architectural detailing, building orientation or housing type; e.g., single family, detached, attached, townhouses, etc.
  - b. **Circulation:**
    - i. Provides sufficient streets and pedestrian facilities. The planned urban development shall have sufficient pedestrian and vehicle access commensurate with the location, size and density of the proposed development. All public and private streets shall accommodate emergency vehicle access and the traffic demand created by the development as documented in a traffic and circulation report approved by the City. Vehicle access shall not be unduly detrimental to adjacent areas.
    - ii. Promotes safety through sufficient sight distance, separation of vehicles from pedestrians, limited driveways on busy streets, avoidance of difficult turning patterns, and minimization of steep gradients.
    - iii. Provision of a system of walkways which tie residential areas to recreational areas, transit, public walkways, schools, and commercial activities.
    - iv. Provides safe, efficient access for emergency vehicles.
  - c. **Infrastructure and Services:** Provides utility services, emergency services, and other improvements, existing and proposed, which are sufficient to serve the development.
  - d. **Clusters or Building Groups and Open Space:** An appearance of openness created by clustering, separation of building groups, and through the use of well-designed open space and landscaping, or a reduction in amount of impervious surfaces not otherwise required.
  - e. **Privacy and Building Separation:** Provides internal privacy between dwelling units, and external privacy for adjacent dwelling units. Each residential or mixed use development shall provide visual and acoustical privacy for dwelling units and surrounding properties. Fences, insulation, walls, barriers, and landscaping are used, as appropriate, for the protection and aesthetic enhancement of the property, the privacy of site occupants and surrounding properties, and for screening of storage, mechanical or other appropriate areas, and for the reduction of noise. Windows are placed at such a height or location or screened to provide sufficient privacy. Sufficient light and air are provided to each dwelling unit.
  - f. **Building Orientation:** Provides buildings oriented to enhance views from within the site by taking advantage of topography, building location and style.

**g. Parking Area Design:**

- i. Design:** Provides parking areas that are complemented by landscaping and not designed in long rows. The size of parking areas is minimized in comparison to typical designs, and each area related to the group of buildings served. The design provides for efficient use of parking, and shared parking facilities where appropriate.
- ii. Adequacy:** Provides sufficient on-site vehicular parking areas consistent with the parking demand created by the development as documented in a parking analysis approved by the City. Parking management plans shall ensure sufficient resident, employee, or visitor parking standards, and there shall be no reliance on adjacent or abutting properties unless a shared parking arrangement consistent with RMC [4-4-080](#) is approved.

**h. Phasing:** Each phase of the proposed development contains the required parking spaces, open space, recreation spaces, landscaping and utilities necessary for creating and sustaining a desirable and stable environment, so that each phase, together with previous phases, can stand alone.

- 13. **Plat Certificate or Title Report:** Please provide **3 copies** of a current Plat Certificate or Title Report obtained from a title company documenting ownership and listing all encumbrances of the involved parcel(s). The Title Report should include all parcels being developed, but no parcels that are not part of the development. If the Plat Certificate or Title Report references any **recorded documents** (i.e. easements, dedications, covenants) **5 copies** of the referenced recorded document(s) must also be provided. All easements referenced in the Plat Certificate must be located, identified by type and recording number, and dimensioned on the Site Plan.
- 14. **Draft Legal Documents:** Please provide **4 copies** of any proposed street dedications, restrictive covenants, draft Homeowners Association, or any other legal documents pertaining to the development and use of the property.
- 15. **Proof of King County Plat Name Reservation:** For PUD's that include Preliminary Plats, please provide **5 copies** of a Plat and Condominium Name Reservation Request form approved by the King County Recorder's Office. The request form may be obtained from the King County Recorder's Office website under Plat and Condominium Name Reservation Request. <http://www.kingcounty.gov/business/Recorders/OnlineFormsandDocumentStandards.aspx> The Recorder's Office charges a \$50 fee for name reservation, and reservation of the plat name expires one year after approval.
- 16. **Affidavit of Installation of Public Information Sign(s):** Please complete and provide the attached notarized **original** affidavit plus **1 copy** of the affidavit attesting the required public information sign(s) has been installed in accordance with City Code requirements. See attachment titled "Public Information Signs" for information about the size and location requirements for public information signs.
- 17. **Affidavit of Installation of Public Outreach Sign(s):** Please complete and provide the attached notarized **original** affidavit plus **1 copy** of the affidavit attesting the required public outreach

sign(s) has been installed in accordance with the City Code requirements. See attachment titled "[Public Outreach Signs](#)" for information about the size and location requirements for public outreach signs.

18. **Proof of Neighborhood Meeting:** Please provide the following materials with the submittal of a complete development application:
- A copy of the notice provided to surrounding property owners within three hundred feet (300') of the proposed development site;
  - A copy of the mailing list used to send out meeting notices;
  - An affidavit of mailing and posting notice(s);
  - A copy of the meeting sign-in sheet;
  - Copies of materials presented at the meeting;
  - Notes of the meeting including a summary of oral and written comments received; and
  - If no members of the public attended the neighborhood meeting and/or persons in attendance made no comments, the required submittal materials shall reflect the absence of comment, attendance, or both.
19. **Neighborhood Detail Map:** Please provide **12 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.
- Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.
20. **Overall Plat Plan:** If the scale of the project requires multiple plan sheets, please provide **5 copies** of the entire plat plan on a single sheet.
21. **Plat Plan:** Please provide **12 copies** of a fully-dimensioned plan prepared by a State of Washington registered professional land surveyor in accordance with RCW 18.43.020, drawn at a scale of 1" = 40' on an 18" x 24" plan sheet (or other size or scale approved by the Planning Division ) and including the information required by the City of Renton Subdivision Regulations:
- Name of the proposed plat and space for the future City file number
  - Names and addresses of the engineer, licensed land surveyor, and all property owners
  - Legal description of the property to be subdivided
  - Date, graphic scale, and north arrow oriented to the top of the paper/plan sheet
  - Vicinity map (a reduced version of the neighborhood detail map defined previously)

- Drawing of the subject property with all existing and proposed property lines dimensioned
- Location of the subject site with respect to the nearest street intersections (including driveways and/or intersections opposite the subject property), alleys and other rights of way
- Names, locations, types, widths and other dimensions of existing and proposed streets, alleys, easements, parks, building setbacks, open spaces, and reservations. City code requires that private access easements be created via easement rather than creation of a separate tract
- Location and dimensions of all easements referenced in the plat certificate with the recording number and type of easement (e.g. access, sewer, etc.) indicated. If any recorded easement is unmappable, include a note on the face of the plan indicating the recording number and reason it cannot be mapped
- Location, distances from existing and new lot lines, and dimensions of any existing structures, existing or proposed fencing or retaining walls, and free-standing signs
- Location of critical areas and any required buffer on or adjacent to the site identified by type (e.g. floodplain, Category 1 Wetland, Class 3 Stream)

A legend listing the following included on the first sheet of the Preliminary Plat Plan:

- Total area in acres of proposed plat
- Proposed number of lots
- Zoning of the subject site
- Proposed square footage (gross and net) of each lot (net reflects deductions of private access easements and those portions of the lot narrower than 80% of the minimum lot width)
- Square footage of land in critical areas
- Square footage of land in critical area buffers
- Square footage of land in publicly dedicated streets
- Square footage of land in private access easements
- Density proposed and density permitted by code

For **commercial/industrial properties** please also include the following in the legend:

- Total area of existing impervious surface
- Total area of existing undeveloped area
- Square footage (by floor and overall total) of each individual building and/or use
- Building footprint area
- Percentage of lot covered by buildings and structures
- Total area of pavement (existing to remain and new)
- Total area of landscaping
- Building setbacks (required and proposed) between all structures and property lines
- Parking analysis per lot including the number of parking spaces provided and required

22. **Floor Plans:** Please provide **5 copies** of a plan showing general building layout, proposed uses of space, walls, exits and proposed locations of kitchens, baths, and floor drains, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required and to determine the sizing of a side sewer.

23. **Landscape Plan, Conceptual:** Please provide **5 copies** of a fully-dimensioned plan drawn at the same scale as the project site plan (or other scale approved by the Planning Division), clearly indicating the following:
- Date, graphic scale, and north arrow
  - Location of proposed buildings, parking areas and access, and existing buildings to remain
  - Names and locations of abutting streets and public improvements, including easements
  - Existing and proposed contours at two-foot intervals or less
  - Location and size of planting areas
  - Location and height of proposed berming
  - Location and elevations for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.
  - Location, size, spacing and names of existing (to remain) and proposed shrubs, trees, and ground covers. Locations of decorative rocks or landscape improvements in relationship to proposed and existing utilities and structures
  - Trees to be retained and associated driplines
  - For wireless communication facilities, indicate type and locations of existing and new plant materials used to screen facility components and the proposed color(s).
24. **Landscape Analysis, Lot Coverage, and Parking Analysis (For commercial/industrial properties only):** please provide **5 copies** of a landscape and parking analysis including:
- Total square footage of the site and the footprints of all buildings
  - Total square footage of existing and proposed impervious surface area(s)
  - Square footage (by floor and overall total) of each individual building and/or use
  - Percentage of lot covered by buildings or structures
  - Number of parking spaces required by City code
  - Number and dimensions of standard, compact, and ADA accessible spaces provided
  - Square footage of parking lot landscaping (perimeter and interior)
25. **Site Plan:** Please provide **12 copies** of a fully-dimensioned plan sheet drawn at a scale of 1"=20' (or other scale approved by the Planning Division). We prefer the site plan be drawn on *one* sheet of paper unless the size of the site requires several plan sheets to be used. If you are using more than a single plan sheet, please indicate connecting points on each sheet. The Site Plan should show the following:
- Name of proposed project
  - Date, scale, and north arrow (oriented to the top of the page/plan sheet)
  - Drawing of the subject property with all property lines dimensioned and names of adjacent streets
  - General location and sizes of buildings and uses
  - Phasing of development
  - Major access points and access to public streets, vehicle and pedestrian circulation, public transit stops
  - Environmentally sensitive areas

- Focal points within the project (e.g. public plazas, art work, gateways both into the site and into the City, if applicable)
- Private and public open space and recreation areas
- View Corridors
- Public access to the water and/or shoreline areas

A legend/analysis of the following information **MUST** be included on *one* of the site plan sheets:

- Total square footage of the site
- Square footage (by floor and overall total) for each individual building and /or use
- Total estimated square footage of all building/structure footprints
- Percentage estimate of lot coverage (building coverage)
- Square footage estimate of all landscaping (total and parking lot)
- Allowable and proposed building height
- Building setbacks required by code (N,S,E,W)
- Proposed building setbacks
- Square footage of any on-site wetlands or slopes which are greater than 40%
- Parking analysis, including estimated number, size, and type of stalls required, by use, and number of stalls provided, by use.

Special site plan requirements for Multi-family projects within the Center Downtown (CD) or Residential Multi-family Urban (RMU) zones:

- Site plans for these projects should also include the footprint of all proposed, abutting, and adjacent buildings showing the location of building entrances, window openings, and landscape features to indicate compliance with [RMC 4-3-100](#).

26. **Topography Map:** Please provide **5 copies** of a plan showing the site's existing contour lines at five-foot vertical intervals and planimetric features extending ten feet beyond the property boundaries.

27. **Tree Retention/ Land Clearing (Tree Inventory) Plan:** Please provide **4 copies** of a fully dimensioned plan drawn by a certified arborist or a licensed landscape architect if **ANY** trees or vegetation are to be removed or altered. The plan shall be based on finished grade, drawn at the same scale as the project site plan with the northern property line at the top of the paper, and clearly show the following:

- All property boundaries and adjacent streets, location and dimensions of rights-of-way, utility lines, fire hydrants, street lighting, and easements;
- Location of all areas proposed to be cleared;
- Location, species, and sizes of trees on or immediately abutting the site. This requirement applies only to trees with a caliper of at least six inches (6"), or an alder or cottonwood tree with a caliper of at least eight inches (8"), when measured at fifty-four inches (54") above grade;
- Clearly identify trees to be retained and to be removed;
- Future building sites and drip lines of any trees which will overhang/ overlap a construction line. Where the drip line of a tree overlaps an area where construction activities will occur, this shall be indicated on the plan;

- Show critical areas and buffers.
28. **Tree Retention Worksheet and Plan:** Please provide **2 copies** of a completed City of Renton tree retention worksheet and a Tree Retention Plan.
29. **Arborist Report:** Please provide **4 copies** of an arborist report by a certified arborist or a licensed landscape architect that correlates with the [Tree Retention/Land Clearing Plan](#) and addresses the following:
- Identification scheme used for each tree (e.g. tree number);
  - Species and size of each tree (caliper measured at 54 inches above grade);
  - Reason(s) for any tree removal (e.g. poor health, high risk of failure due to structure, defects, unavoidable isolation (high blow down potential), unsuitability of species, etc.) and for which no reasonable alternative action is possible (pruning, cabling, etc.);
  - For trees proposed to be retained, a complete description of each tree’s health, condition, and viability;
  - For trees proposed to be retained, a description of the method(s) used to determine the limits of disturbance (e.g., critical root zone, root plate diameter, or a case-by-case basis description for individual trees);
  - A description of the impact of necessary tree removal to the remaining trees, including those in a grove or on abutting properties;
  - The suggested location and species of supplemental trees to be used when required. The report shall include planting and maintenance specifications;
  - An analysis of retained trees according to Priority of Tree Retention Requirements specified in RMC [4-4-130H.1.b](#).
30. **Wetland Assessment:** Please provide **12 copies** of the map and **5 copies** of the report if **ANY** wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must include the information specified in RMC [4-8-120D](#). In addition, if any alteration to the wetland or buffer is proposed, **5 copies** of a **wetland mitigation plan** is also required. See RMC [4-8-120D](#) for plan content requirements.
31. **Standard Stream or Lake Study:** Please provide **12 copies** of a report containing the information specified in RMC [4-8-120D](#). In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required (**12 copies**). If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study (12 copies)** and a **mitigation plan (12 copies)** are also required. See RMC [4-8-120D](#) for plan content requirements.
32. **Flood Hazard Data:** Please provide **12 copies** of a scaled plan showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, and drainage facilities. Also indicate the following:
- Elevation in relation to mean sea level of the lowest floor (including basement) of all structures
  - Elevation in relation to mean sea level to which any structure has been floodproofed

- Certification by a registered professional engineer or architect that the floodproofing methods criteria in RMC [4-3-050](#) have been met
  - Description of the extent to which a watercourse will be altered or relocated as a result of proposed development
33. **Biological Assessment/Critical Areas Study:** provide **5 copies** if the project is located in a designated floodplain.
34. **Habitat Data Report:** If the project site contains or abuts a *critical habitat* per RMC [4-3-050G.6](#), please provide **12 copies** of a report containing the information specified in RMC [4-8-120D](#).
35. **Geotechnical Report:** Please provide **5 copies** of a study prepared and stamped by a State of Washington licensed professional engineer including soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements.
36. **Letter of Understanding Geologic Risk:** Please provide **5 copies** of a letter from the applicant, or the owner of the site, stating that he or she understands and accepts the risk of developing in an unstable area and that he or she will advise, in writing, any prospective purchasers of the site, or any prospective purchasers of structures or portions of structures on the site, of the unstable potential of the area.
37. **Utilities Plan, Generalized (sewer, water, stormwater, transportation improvements):** Please provide **5 copies** of a plan drawn on 22" x 34" plan sheets using a graphic scale of 1" = 40' (or other size or scale approved by the Planning Division) clearly showing all existing (to remain) and proposed public or private improvements to be dedicated or sold to the public including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, free-standing lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall also be shown.
38. **Drainage Control Plan:** Please provide **4 copies** of a plan drawn to scale and stamped by a Washington State licensed professional engineer and complying with the requirements of RMC [4-6-030](#) and the [King County Surface Water Management Design Manual \(KCSWDM\)](#), 2009 edition, as adopted and amended by the City of Renton.
39. **Drainage Report:** Please provide **4 copies** of a report complying with the requirements of the City of Renton Drafting Standards of RMC [4-6-030](#), the [King County Surface Water Design Manual \(KCSWDM\)](#), 2009 edition, and the [City of Renton Amendments to the KCSWDM](#), Chapters 1 and 2 as adopted by the City of Renton. The report (TIR) must be stamped and dated by a **civil engineer** and shall contain the following:
- Table of Contents
  - Technical Information Report (TIR) Worksheet
  - Section 1: Project Overview

- Section 2: Conditions and Requirements Summary
- Section 3: Offsite Analysis
- Section 4: Flow Control and Water Quality Facility Analysis and Design
- Section 5: Conveyance System Analysis and Design
- Section 6: Special Reports and Studies
- Section 7: Other Permit
- Section 8: CSWPPP Analysis and Design
- Section 9: Bond Quantities, Facility Summaries, and Declaration of Covenant
- Section 10: Operations and Maintenance Manual.

40. **Architectural Elevations:** Please provide **5 copies**, for *each* building and *each* building face (N,S,E,W), of a 24" x 36" fully-dimensioned architectural elevation plan drawn at a scale of 1/4" = 1' or 1/8" = 1' (or other size or scale approved by the Planning Division). The plans must clearly indicate the information required by the "Permits" section of the currently adopted Uniform Building Code and [RCW 19.27](#) (State Building Code Act, Statewide amendments), including, but not limited to the following:

- Identify building elevations by street name (when applicable) and orientation i.e. Burnett Ave. (west) elevation
- Existing and proposed ground elevations
- Existing average grade level underneath proposed structure
- Height of existing and proposed structures showing finished roof top elevations based upon site elevations for proposed structures and any existing/abutting structures
- Building materials and colors including roof, walls, any wireless communication facilities, and enclosures
- Fence or retaining wall materials, colors, and architectural design
- Architectural design of on-site lighting fixtures
- Screening detail showing heights, elevations, and building materials of proposed screening and/or proposed landscaping for refuse/recycling areas
- Cross section of roof showing location and height of roof-top equipment (include air conditioners, compressors, etc.) and proposed screening

41. **Grading Elevations and Plan, Conceptual:** This is required if the proposed grade differential on-site will exceed 24" from the top of the curb or if the amount of earth to be disturbed exceeds 500 cubic yards. Please provide **5 copies** of a 22" x 34" plan drawn by a State of Washington licensed civil engineer or landscape architect at a scale of 1" to 40' (horizontal feet) and 1" to 10' (vertical feet) (or other size plan sheet or scale approved by the Planning Division Plan Review Supervisor) clearly indicating the following:

- Graphic scale and north arrow
- Dimensions of all property lines, easements, and abutting streets
- Location and dimension of all on-site structures and the location of any structures within 15-feet of the subject property or that may be affected by the proposed work
- Accurate existing and proposed contour lines drawn at two-foot, or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within 100-feet of the site

- Location of natural drainage systems, including perennial and intermittent streams and the presence of bordering vegetation
- Setback areas and any areas not to be disturbed
- Finished contours drawn at two foot intervals as a result of grading
- Proposed drainage channels and related construction with associated underground storm lines sized and connections shown
- Finished floor elevation(s) of all structures, existing and proposed

General notes addressing the following (may be listed on cover sheet):

- Area in square feet of the entire property
- Area of work in square feet
- Both the number of tons and cubic yards of soil to be added, removed, or relocated
- Type and location of fill origin, and destination of any soil to be removed from site

42. **Screening Detail, Refuse/Recycling:** Please provide **12 copies** of a detailed plan drawing, prepared to scale, showing location within property boundaries, heights, elevations, and building materials of proposed screening or of proposed plantings.
43. **Traffic Study:** Please provide **5 copies** of a report prepared by a State of Washington licensed professional engineer containing the elements and information identified in the City of Renton ["Traffic Impact Analysis Policy Guidelines for New Development"](#) in sufficient detail to define potential problems related to the proposed development and identify the improvements necessary to accommodate the development in a safe and efficient manner.
44. **Plan Reductions:** Please provide **one 8 ½" x 11" legible reduction** of each full size plan sheet (unless waived by your Project Planner). The sheets that are always needed in reduced form are: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, critical areas plans, grading plan, and building elevations. The quality of these reductions must be good enough so that a photocopy of the reduced plan sheet is also legible. If your reduced plans are not legible once photocopied, you will need to increase the font size or try a different paper type. Illegible reductions cannot be accepted. Once the reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Some of the local Renton print shops that should be able to provide you with reductions of your plans are Alliance Printing 425-793-5474, Apperson Print Resources 425-251-1850, and PIP Printing 425-226-9656. Nearby print shops are Digital Reprographics 425-882-2600 in Bellevue, Litho Design 206-574-3000 and Reprographics NW/Ford Graphics 206-624-2040.
45. **Digital Copy:** Please provide a digital copy of each of the submittal items; this can be submitted either on a CD, a USB portable (flash/hard) drive, other device or pathway as approved by your assigned project manager.
46. **Colored Maps for Display (DO NOT MOUNT ON FOAM-CORE OR OTHER BACKING):** Please color **1 copy** of each of the following full size plan sheets (24" x 36") or other size approved by the Planning Division) with a 1/4" or larger felt tip marker for use in presenting the project to the Environmental Review Committee and at any required public hearing:

- Neighborhood Detail Map
- Site Plan
- Landscaping Plan
- Elevations

***Please fold colored displays to 8 ½" x 11".***

The following colors are required:

**Red**-North Arrow, outer property boundary. Proposed new lot lines (dashed). Do not color existing lot lines which are to be eliminated or relocated.

**Blue**-Street names identified with lettering of at least 1" in height. Street names must be legible at a distance of 15-ft.

**Brown**-Existing buildings (Please do not color buildings which will be demolished or removed)

**Yellow**-Proposed buildings

**Light Green**-Landscaped areas

**Dark Green**-Areas of undisturbed vegetation

**All Plans and Attachments must be folded to 8½" by 11"**

**REVIEW PROCESS:** Once a complete land use application package has been accepted for initial review, the Planning Division will post three notices of the pending application at or near the subject site and mail notices to property owners within 300 feet of the project site. The proposal will be routed to other City departments and other jurisdictions or agencies who may have an interest in the application. The reviewers have two weeks to return their comments to the Planning Division. Within approximately two weeks, the Planning Division will prepare a report regarding the proposal's compliance with applicable codes and the City's review criteria.

The application will then be presented to the City's *Environmental Review Committee*. The Environmental Review Committee is comprised of the Administrator of Public Works, the Administrator of Community and Economic Development, the Administrator of Community Services, and the Fire Chief. The Committee is responsible for determining whether the proposal will result in significant adverse environmental impacts. To do this, the committee will consider such issues as environmental health hazards, wetlands, groundwater, energy and natural resources and will then issue its decision (Environmental Threshold Determination).

The Environmental Review Committee will either issue a:

- **Determination of Non-Significance (DNS)**-Make a determination the proposal will have no significant negative environmental impacts, or

- **Mitigated Determination of Non-Significance (DNS-M)**-Make a determination the proposal, if modified, would have no significant negative environmental impacts, or
- **Determination of Significance (DS)**-Make a determination the proposal will have significant adverse environmental impacts and require the applicant to submit an Environmental Impact Statement (EIS) prepared by a qualified consultant.

Once the Environmental Review Committee has issued its Environmental Threshold Determination (provided an EIS is not required), a public notice of the Determination is printed in the *Renton Reporter* and three notices are posted at or near the site. A 14-day appeal period commences following the publication date. At the discretion of the City, a separate and additional 15-day comment period may be added prior to the 14-day appeal period.

After the fourteen (14) day appeal period has ended, the project can be scheduled for public hearing before the City Hearing Examiner, provided no appeals have been filed.

A notice of the hearing will be published at least ten (10) days prior to the hearing, the project site will again be posted, and parties of record will receive notices via mail. Planning Division staff will issue a report to the Hearing Examiner seven (7) days prior to the hearing. This report will be mailed to the applicant or designated representative. Applicants are strongly encouraged to attend the public hearing for their proposal. City staff will first make a presentation to the Hearing Examiner about the proposal. Then the applicant and any citizens in support of the proposal will give testimony. When giving testimony, names and addresses must be stated for the record. Following this, individuals with neutral or opposing comments will give their testimony to the Hearing Examiner. City staff or the applicant will address additional questions raised throughout the hearing.

The Hearing Examiner will review the Preliminary Planned Urban Development application and make a decision no later than fourteen (14) days following the public hearing.

The Examiner will determine whether or not appropriate provisions are made for public health, safety and general welfare, open spaces, drainage, streets, alleys, water supplies, sanitary wastes, parks, playgrounds, and sites for schools and school grounds. The Examiner will also consider all other relevant facts in order to determine whether the public interest will be served by the PUD and/or dedication.

The Examiner's action to approve a preliminary PUD shall include an accurate description of the boundaries, land uses, number of units, description of phases (if any), and effective date of approval and expiration.

**APPEAL AND RECONSIDERATION PROCESS FOR DECISIONS:** Any person, with standing, including the applicant, aggrieved by the Hearing Examiner's action, may make a written application for reconsideration to the Hearing Examiner within 14 days of the date of the decision. After review of the reconsideration request, the Hearing Examiner may take whatever action is deemed proper. The Hearing Examiner's written decision on the reconsideration request will be mailed to all parties of record within 10 days from the date the request was filed.

If any party with standing is still not satisfied after a reconsideration decision has been issued, an appeal may be submitted within 14 days to the City Council.

An appeal may be filed to the City Council without first requesting reconsideration by the Hearing Examiner; however, it must be filed within 14 days of the date the original decision was issued. After the Council's decision is issued there will be a 21-day appeal period, during which time an appeal may be filed with Superior Court. See RMC [4-8-110](#) for further information on the appeal process and time frames.

**BUILDING AND CONSTRUCTION PERMIT ISSUANCE AND INSTALLATION OF IMPROVEMENTS:** In the City of Renton, a **Building Permit** must be obtained to build buildings and structures. A **Construction Permit** must be obtained to install utility lines, transportation improvements and undertake work in City right-of-ways. **Building and Construction Permits are separate permits.**

The approval of the preliminary plan constitutes the City's acceptance of the general project, including density, intensity, arrangement and design. Approval authorizes the applicant or subsequent owner to apply for final plan approval of the PUD or phase(s) thereof.

Preliminary plan approval does not authorize any building permits or any site work except that is required for surveying and engineering of the final plan or that required by the City for improvements that are necessary for a particular phase of the PUD for which final plan approval has been granted. An approved preliminary plan binds the future PUD site and all subsequent owners to the uses, densities, and standards of the preliminary plan until such time as a final plan is approved for the entire site or the preliminary plan is abandoned or expires subject to the provisions of RMC [4-9-150](#).

**DEFERRAL OF IMPROVEMENTS:** If a developer wishes to defer certain on-site or off-site improvements (i.e. landscaping, curbs and sidewalks), written application with full and complete engineering drawings must be submitted to the Development Engineering Section. The application should explain the reasons why such delay is necessary. If approval is granted, security in the form of an irrevocable letter of credit, set-aside fund, assignment of funds, or certified check shall be furnished to the City in an amount equal to a minimum of 150% of the estimated cost of the required improvements.

**EXPIRATION AND EXTENSIONS:**

**Preliminary Approval of Planned Urban Development not associated with a Subdivision:** The developer shall, within two (2) years of the effective date of action by the Hearing Examiner to approve the preliminary plan, submit to the Department of Community and Economic Development a final development plan showing the ultimate design and specific details of the proposed planned urban development or the final phase or phases thereof.

Upon application, the Hearing Examiner may grant an extension of the approved preliminary plan for a maximum of twelve (12) months. Application for such extension shall be made at least thirty (30) days prior to the expiration date of preliminary plan approval. Only one such extension may be granted for a planned urban development.

**Expiration of Preliminary Plan Approval with Concurrent Preliminary Subdivision:** If a final development plan is not filed within five (5) years of the effective date of action by the Hearing Examiner or within the extended time period, if any, the planned urban development preliminary plan shall be deemed to have expired or been abandoned. Once a planned urban development preliminary plat has been deemed to have expired or been abandoned, a new application is required to proceed, and the development standards existing at the time of the new application shall apply.

**Expiration of Final Plan Approval:** The developer shall prepare and submit building permit applications which are accepted as substantially complete to Community and Economic Development within six (6) months of the effective date of approval. The developer shall complete the approved planned urban development or any phase thereof included in the approved final plan within two (2) years from the date of the decision to approve the final plan by the Hearing Examiner, unless the Hearing Examiner designates a shorter time. Failure to complete the planned urban development, or any phase thereof, within this time limit will require the submittal of a new preliminary and final plan application in order to continue construction of the planned urban development. Failure to submit a new application or to complete the planned urban development once construction has begun shall constitute abandonment of the planned urban development subject to subsection K of RMC [4-9-150](#). Expiration of any building permit issued for a planned urban development shall be governed by the provisions of the applicable Building Code. Construction of any portion of the planned urban development requires a current approved planned urban development and a current building permit.

Approval of a final plan for any phase of the approved preliminary plan shall constitute an extension for two (2) years of the remainder of the preliminary plan from the effective date of Hearing Examiner action on the preliminary plan.

**MERGER OF APPLICATIONS OR REVIEW STAGES:** The applicant may request that review and decision on the preliminary plan and final plan be merged in one decision. The merged decision shall follow the procedural steps required of a preliminary plan. However, the applicant shall submit all plans and information in the detail required for a final plan and shall comply with all other requirements and standards for a final plan.

A preliminary planned urban development may be considered simultaneously with any other land use permit required for a proposal, including but not limited to: preliminary plats, short plats, binding site plans, critical area modifications or variances, shoreline substantial developments permits, shoreline variances, shoreline conditional use permits, grading regulation modifications or variances, or other applications. Where merged, the review criteria for all of the applications shall be considered simultaneously with the planned urban development criteria in subsection C of RMC [4-9-150](#). Where there are conflicts with review criteria, the criteria of subsection C shall govern. Where merged, all permits shall be considered simultaneously as part of the planned urban development. The review authority shall be determined consistent with RMC [4-8-080C2](#), *Review Authority for Multiple Permit Applications*.